

22 December 1953

OPERATIONS OF THE PROCUREMENT SUB-COMMITTEE

1. The following paragraphs have been suggested by the Chairman of the Advisory Committee on Foreign Language Publications (NSCID-16) as a framework within which the Procurement Sub-Committee should conduct its operations. The intention is to identify and make arrangements to use the most effective sources for procurement.

2. Assumptions:

- a. There are three major sources for procurement:
 - (1) New York booksellers
 - (2) Foreign Service personnel and military attaches in the country where the publication is issued.
 - (3) Foreign Service personnel and military attaches in peripheral areas.
- b. At major posts where full-time PPOs are assigned, coordination with procurement activities of military attaches is essential.
- c. At other posts, the assignment of publications procurement duties on an ad hoc basis should be made on the basis of the best qualified person in the post, whether he be a foreign service officer or a military attache.

3. Requirements:

- a. Determination, on a title basis, of the most desirable source, i.e., New York, the post itself, or a peripheral post.
- b. Clarification among the agencies as to the best way to exploit the New York market.
- c. Agreement among the agencies on the duplication of orders to New York and to post collectors in order to ensure delivery.
- d. Preparation of realistic collection requirements based on the collection capabilities at each post.
- e. Request appropriate offices of the Department of State and of Defense to provide biographic information on foreign service personnel and military attaches in order that officers whose background, interest, and ability would indicate special competence in publications procurement may be assigned such duties.

- f. Arrange such assignments through appropriate channels.
 - g. Develop a procurement picture of each post.
4. All of the foregoing approaches can be carried out simultaneously, subject only to the people available in OCD to block out the memoranda necessary to obtain the information.
5. Once a job has been done for either a major or minor post as a routine matter, the procurement committee should re-examine the situation with regard to a post on an annual or semi-annual basis. OCD should be responsible for bringing together the factual material from whatever source in order to present the material systematically to the committee. With such recommendations for the committee's consideration as OCD can bring up, the committee is then free to both criticize and to come up with new solutions to problems which appear.
6. Under such a framework much of the work of interest to the committee will obviously be going on outside of the committee and clearly most of the work in the initial stages will be done by OCD.